



EMPLOYMENT OPPORTUNITY

YOUTH LEADER

(Unclassified / Part-time)
Recruitment Number: 04-021

Salary: \$11.81 – \$14.36 / Hour

APPLICATIONS WILL BE ACCEPTED ON A CONTINUOUS BASIS

POSITION SUMMARY

The "STRETCH" Program (STRETCH – Safe Time for Recreation, Enrichment and Tutoring for Children) is an Extended School Day Arts, Literacy and Recreation program which is offered at various elementary school sites through a partnership between the City of Chula Vista and the Chula Vista Elementary School District. The Youth Leader position carries out "STRETCH" programming at an individual school site. This position reports to the School Site Coordinator. This is a part-time position working 4-hours per school day, generally between 2:00 p.m. – 6:00 p.m. with an additional hour on school's early dismissal days. **NOTE:** Successful completion of a criminal background check and a negative test for TB will be required prior to reporting for work.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following: The Youth Leader is responsible for assisting in the planning and implementation of after school enrichment programming for elementary school children with a primary focus on literacy and the arts; instruction, management and supervision of school site students; specifically, planning and preparing lessons, and leading several classes in any of the following: music, art, drama, dance, and literacy; assisting students with homework; tutoring students in English and literacy; ensuring that safety procedures are met; maintaining appropriate attendance and student records; communicating the goals and objectives of the STRETCH Program to school staff and parents; assisting the School Site Coordinator and performing other duties as assigned.

QUALIFICATIONS

Education, Training and Experience – Any combination equivalent to the completion of one year of college (30 units) and 1 year related experience working with children, preferably in one or more of the following: language and literacy development, drama, music, dance, or visual arts. Candidates who do not possess one year of college (30 units) must have 2 or more years of related experience and may be required to pass the Instructional Assistant Proficiency Test offered by the Chula Vista Elementary School District. **Bilingual speaking skills in Spanish is highly desirable. Demonstrated expertise in the performing or visual arts is highly desirable.** Basic CPR and American Red Cross First Aid Certification must be attained within 30 days of employment. College transcripts must be provided by time of hire.

Knowledge, Skills and Abilities – Ability to: read and write and perform basic mathematics; follow written and oral instructions; create, develop and conduct after school enrichment programs that include drama, dance, creative writing, music, visual arts, and recreational games for 1ST – 6TH grade children; provide class instruction and tutoring to foster literacy and English language skills in 1ST – 6TH grade school children; read, write, speak and understand the English language; communicate and interact positively and effectively with children, parents, school staff, city staff, community organizations, and the general public; enforce safety standards with volunteers and student participants and to act swiftly in emergency situations; supervise and maintain discipline with large groups of 1st – 6th grade children.

PHYSICAL DEMANDS

Candidates for this position must be able to do the following: visually supervise participants and staff in large indoor and outdoor areas under mixed lighting conditions. Ability to: respond to and communicate with participants and staff in large indoor and outdoor areas under noisy conditions; physical ability to lead and interact safely with children in active recreation, games and group activities; complete handwritten forms, reports and statistical information. Ability to: monitor facilities inside and out on a continual basis; lift and carry recreation and instructional supplies and other materials weighing up to 40 pounds; stand, bend, stoop, push/pull, twist at the waist, squat, and kneel.

APPLICATION PROCESS

Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via standard US mail. **NOTE:** This recruitment will remain "open" on a continuous basis and testing will occur periodically throughout the year as openings occur. All applications for this position will be maintained for a period of one year only.

Part-time/temporary employees participate in the Public Agency Retirement System (PARS). This is in lieu of PERS or Social Security (although employees do contribute to Medicare). The City and the employee each contribute 3.75% of the employee's salary to the PARS.

Human Resources • City of Chula Vista • 276 Fourth Avenue • Chula Vista, CA 91910 • (619) 691-5096
Hours: 8 AM – 5 PM Monday - Friday • www.chulavistaca.gov • **Job Hotline: (619) 691-5095**

Assigned Staff: Bobbi Bennett bbennett@ci.chula-vista.ca.us (619) 409-5956 Revised 07/20/2004
An Equal Opportunity Employer

